



# Job Opportunity

## State Controller's Office

**Position:** Accounting Officer (Specialist)/Accountant Trainee | Statewide

**Location:** Administration and Disbursements Division  
300 Capitol Mall, Suite 622, Sacramento, CA 95814

**Issue Date:** April 4, 2007

**Final Filing Date:** Until filled

**Contact/Telephone:**

Ana Struve, (916) 322-1921

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-120-4546-XXX  
051-120-4179-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the supervision of the Senior Accounting Officer (Supervisor), the incumbent will be responsible for the professional-level accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for the State Controller's Office (SCO). The position is located within the Departmental Accounting Office. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

**DUTIES WILL COMMENSURATE WITH LEVEL HIRED:**

- Utilize accounting principles and procedures, governmental accounting, the uniform accounting system, related laws, rules and regulations to schedule payments and claims against the SCO General Fund Support Appropriation.
- Analyze research and audit the SCO invoices for goods and services in accordance with the State Administrative Manual (SAM), Government Codes, and the terms and conditions of the purchase order and/or contracts.
- Maintain, review and track invoices for the SCO contracted services in the SCO Contracts Database System. Reconcile database figures with the balance of the contracts and interagency agreements. Code expenditures; prepare journal entries for posting to Voucher Register, Encumbrance Register, Allotment Expenditure Ledger and Vendor Register.
- Maintain and reconcile encumbrance accounts. Reconcile and schedule payments to the Cal-Card Visa Program and American Express Business Travel Account. Reconcile revolving fund general prepayment account, and revolving fund claims filed.
- Review and code abatement monies received from vendors to the appropriate abatement category. Communicate with vendors regarding invoices to resolve problems. Act as liaison for SCO Divisions, outside agency personnel, vendors and contractors.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Compile figures and prepare spreadsheet reports for year-end accruals and financial reports.

**DESIRABLE QUALIFICATIONS**

- Ability to meet deadlines.
- Flexible.
- Punctual and dependable.
- Ability to work well with others.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Administration and Disbursements Division

300 Capitol Mall, Suite 622

Sacramento, CA 95814

Attn: Ana Struve

SROA and Surplus candidates should attach "surplus letters" to application. Failure to do so may result in application not being considered.